

WOLFFORTH LIBRARY MEETING ROOMS POLICY

The City of Wolfforth Library welcomes public use of its meeting facilities. This Meeting Room Policy establishes guidelines and procedures for the use of the Library's meeting facilities. The Library Director or his/her designated staff member is responsible for implementing this policy and for maintaining reservation lists. Appeals may be directed to the City of Wolfforth Library Advisory Board.

The Meeting Rooms are for use by the Library and available for public use. Use of the Meeting Rooms by any group signifies acceptance of the terms of this policy.

General Guidelines

The Meeting Rooms at the City of Wolfforth Library are designed to meet general informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, public hearings, exhibits, displays, story times, puppet shows, and films.

Charges for the Large Meeting Room use are as follows:

Governmental entities	No Charge
Homeschool groups	\$17.50 per day, or \$8.75 per half day.
Non-profit	\$35.00 per day, or \$17.50 per half day.
Private/ For-profit	\$70.00 per day, or \$35.00 per half day.

Charges for the Small Meeting Room use are as follows:

Governmental entities	No Charge
Individual educational and career development*	No Charge
*less than 2 hours. Examples: studying, taking exams, virtual interviews, 1-to-1 tutoring/ studying, etc. The Library Director has full discretion regarding this.	
Homeschool groups	\$17.50 per day, or \$8.75 per half day.
Private groups	\$35.00 per day, or \$17.50 per half day

****Note the Small Meeting Room is only available during Library Hours.**

Fees are due when reservations are made. Reservations are not confirmed and guaranteed until fees are received. Once your reservation has been accepted you will be given a link to pay for your Reservation or you may come to the Library to pay by cash, check, or card.

Half days are defined as follows:
Mornings, until 12:00 p.m. (noon)
Afternoons, 1:00-5:00 p.m.
Evenings, beginning at 6:00 p.m.

Full days are defined as follows:
Includes any combination of
two or more half days

Use of the Library's Meeting Rooms does not constitute Library or city endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

Solicitation, admission fees, or other charges, money-raising activities, and/or sales other than Library-related activities are allowed only with prior approval by the Librarian or designated staff member. Instructional fees and honoraria are permitted.

Library or governmental entity needs may pre-empt any other scheduled event.

Smoking, tobacco use, and alcoholic beverages are not allowed. Outside food and drink are allowed in the Large Meeting Room. Covered drinks are allowed in the Small Meeting Room; however, food is not allowed due to the carpeting.

Items may not be attached to the walls or ceilings.

Use of the Large Meeting Room includes the use of tables, chairs, podium, and rolling whiteboard only. All other items, equipment, supplies, materials, etc. in the room are the property of the Library and are not for use by outside groups unless prior approval has been given by the Library Director or Community Librarian. Use of the Small Meeting Room includes the use of tables and chairs, 3 computer stations, and a whiteboard. A TV cart is available per request. Items in the main area of the Library may not be moved into the Meeting Rooms.

Reservations

Requests for use of the meeting room may be made utilizing the [online meeting room reservation form](#). Reservations will be honored on a first-come, first-served basis, with receipt of deposit, if applicable. You will receive a response within 2 (two) business days.

Reservations are accepted within each current calendar year (January 1 - December 31). Groups may request reservations beginning October 1st for the following year.

To provide an opportunity for new groups to use the meeting room, any single group may use the meeting room no more than twice each month, unless prior approval is given by the Library Director

Notice of cancellation should be made as soon as possible. Groups that fail to appear within 15 minutes of their scheduled reservation forfeit the reservation and total fee.

Groups may not assign their reservations to other groups.

The meeting room may not be reserved for social gatherings such as showers, birthday parties, dances, family reunions, etc., or religious services.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damage that may occur as a result of the use of the facilities. Fees for any extra cleaning or repairs will be assessed by the responsible group.

Permission to use the meeting room may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, flooring, equipment, or furniture, or causes a disturbance.

Large Meeting Room dimensions – 30 x 30 with 10 outlets along the walls.
Small Meeting Room dimensions – 17.8 x 22 with 4 open outlets along the walls.

Key Checkout Policy for the Large Meeting Room

If using the Large Meeting Room during non-business hours, a key is available for checkout to access the front entry doors and meeting room.

Key may be checked out up to 3 days before the scheduled event. The room rental fee must be paid before the key can be checked out.

New users may be required to leave a \$100 deposit to check out a key. Deposit may be covered with a check and will be returned upon the timely return of the key.

Key must be returned within 3 days after scheduled use of the Large Meeting Room. If the key is not returned within 3 days of use, the deposit will be forfeited to cover the cost of the replacement key and/or the cost to re-key Library doors. Any additional cost to re-key doors will be at the expense of the person/ group renting the Meeting Room.

*The Small Meeting Room is only available during regular business hours.

Care and Use of Facilities

Please leave the Meeting Rooms in the condition in which you found them. All tables and chairs should be returned to the racks in the storage closet in the Large Meeting Room. A picture of the proper storage of tables and chairs is located on the inside of the door to the storage closet. If the furniture is rearranged in the Small Meeting Room, it should be returned to the original arrangement at the end of the meeting.

The Library may utilize part of the storage closet in the Large Meeting Room for the storage of Library materials, equipment, supplies, etc. The use of the Meeting Room does not include the use of Library materials, equipment, supplies, etc that are in the storage closet.

Furniture and/or equipment from the main area of the Library may not be brought into the Meeting Rooms.

Personal furniture or equipment may be provided by a group with prior approval from the Librarian or designated staff member. Arrangements for the use of any personal furniture or equipment should be made at the time the reservation is requested. Notify the Library staff when the equipment is delivered or removed from the building.

Any function that disrupts normal Library operations is prohibited.

Equipment, supplies, or personal effects cannot be stored or left in the Meeting Rooms before or after use.

Keep exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

Public entrances are to be used for the entrance and exit from the building and any deliveries. Please do not block any entrances.

Any announcements or notices to publicize an activity should not be posted or distributed without prior review and approval of the Library Director.

Attendance at meetings will be limited to the seating capacity of the Meeting Room. **The maximum capacity for the Large Meeting Room with chairs only is 100 people; with tables and chairs, 60 people. The maximum capacity for the Small Meeting Room is 20 people.** Seating and/or supplementary furniture are not allowed in corridors outside the Meeting Rooms.

A small kitchen facility is available, suitable for simple refreshments. The kitchen area contains a double sink, refrigerator, and coffee pot. All other supplies such as cups, plates, napkins, etc. must be provided by the group or organization. Any supplies in the kitchen area are the property of the Library and not available for use. If the kitchen space is used, it must be cleaned and left in excellent condition. Please do not leave items in the refrigerator.

Groups must remove all trash resulting from the meeting. The dumpster is located behind the building on the south side. Please leave the rooms in excellent condition. Cleaning supplies are provided for use in the cleaning closet in the hallway.

Questions not covered in this policy should be referred to Library Director, Kimberly Brantley, or the Community Librarian, Taylor Revilla, at 806-855-4150. If you need after-hours assistance with the Meeting Room, you may contact the director at 806-281-3596.